

Approved For Release 2005/08/15 : CIA-SORRY0487A000400170001-1

**SECRET**

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## RECORDS MANAGEMENT PROGRAM

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# RECORDS CONTROL SCHEDULE FOR THE

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY  
ADD/S&T/EO/DD/S&T, AND IMMEDIATE STAFFS



27 FEB 1969

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400170001-1

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DD/S&T 822-69

27 February 1969

MEMORANDUM FOR: Chief, Records Administrative Branch, DDS

SUBJECT : Amendment to DD/S&T Records Control Schedule 90-63

1. It is requested that the disposition instructions for item 27 of the DD/S&T Records Control Schedule be amended as shown on the attached forms 139a.

2. Upon careful analysis, it was determined that the requested amendment is very necessary. If additional details are needed in regards to this action, please contact me on extension [redacted]

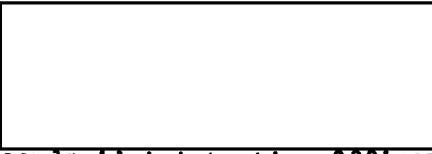
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Attachments:

As stated

APPROVED:



3 Mar 1969

Date

CIA Records Administration Officer

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Approved For Release 2005/08/15 : CIA-RDP78-00487A000400170001-1

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RECORDS DISPOSITION AUTHORITY

Records Control Schedule 90-63 for the Deputy Director/  
Science and Technology is approved and authority hereby  
given to implement the disposition instructions therein.

Preparation and Review:

Approval:

STAT

Area Records Officer

STAT

[Redacted]

Records Management Analyst

12 Dec. 1963.

Date

Clerk, Records Management Staff

Date

12 Dec 1963

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400170001-1

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RECORDED CONTROL REQUESTED 2005/08/15 : CIA-REF ID: A87A000400620001-1

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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY ADD/S&T, EO/DD/S&T, AND IMMEDIATE STAFFS		SIGNATURE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	OFFICE SUBJECT FILE  Consists of Correspondence and Memoranda used in the administration of the Office of the DD/S&T, ADD, Executive Officer, Systems Analysis Staff, Plans and Programs Staff, Action Staff, Career Mg't. Staff and Security Staff. This file includes subjects such as: Communications, Organization and Management, Personnel, Printing and Reproduction, Reference, Security, Travel, etc.	2.5	Temporary - Cut off at end of calendar year, place in inactive file for one year then forward to DD/S&T registry for screening and Appropriate action.
2.	PROJECT FILES  Consists of correspondence, memoranda, cables etc., pertaining to specific case filed projects.  A. Specific project materials of particular importance and interest to the Deputy Director/Science and Technology. This file is maintained for its background and historical value.	1.	Temporary - Retain in current files area as long as needed for current operation. Forward to OSA when no longer needed for proper disposition.
3.	BACKGROUND AND REFERENCE FILE  Consists of correspondence, memoranda and scientific and technological materials used as working files by the DD/S&T and members of his immediate staffs.	1.1	Permanent - Disposal not authorized. Screen periodically and transfer inactive portions to Records Center.

**SECRET**GROUP 1  
Excluded from automatic  
downgrading and  
declassification

ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/08/15 : CIA RDP48A000400170001-1	DISPOSITION INSTRUCTIONS	
		SECRET	
ILLEGIB		3.5	Temporary - Withdraw from files when no longer needed.
4.		8.7	Temporary - Screen file periodically and destroy materials no longer needed for reference.
	A. Committees on which the DD/S&T Representative serves as Executive Secretary of Committee.	3.	Permanent - Disposal not authorized. Cut off at end of calendar year, place in inactive file for one year; transfer to Record Center.
	B. Committees on which the DD/S&T Representative serves only as a member of committee or material is maintained for interest only.	6.	Temporary - Destroy after two years. Cut off at end of calendar year. Place in inactive file for one year; transfer to Records Center.
5.	CAREER MANAGEMENT FILES		
	Consists of correspondence, memoranda and case files used in furthering career development in DD/S&T.		
	A. PERSONNEL PROFILES - Consists of individual profiles of all key officials presently employed in the DD/S&T.	1.6	Temporary - Withdraw from files when key officials leaves DD/S&T and forward to over
	Approved For Release 2005/08/15 : CIA RDP48A000400170001-1	SECRET	Excluded from automatic downgrading and declassification (41)

ITEM NO.	FILES IDENTIFICATION <i>Approved For Release 2005 by COMINTA-RDP78-00487A000400470004</i>	SECRET	VOLUME	DISPOSITION INSTRUCTIONS
	B.APPLICANTS FILE - Consists of case files of applicants that are being considered for future employment with DD/S&T.		.2	Temporary - Withdraw and return to overall DD/S&T Personnel file when applicant is approved or rejected for employment.
6.	DD/S&T BUDGET FILE  Consists of documents which reflect the preparation and submission of Budget Estimates, Congressional Budget Hearings, Project Funding Materials and Operating Budgets for all DD/S&T elements, Bureau of the Budget materials and Budget background information.		2.2	Temporary - Destroy after 2 fiscal years.
7.	SECURITY SUBJECT FILE  Consists of correspondence, memoranda, reports and related material pertaining to the security activities of DD/S&T. These files include requests for special badges and clearances, requests for project information, security directives, liaison, security violations, cover, emergency planning and other related security materials. Record copy of above duplicated in office of Security.  Filed alphabetically by subject.		4.	Temporary - Screen file annually. Destroy materials not needed for current operation.
8.	SECURITY PERSONNEL FILE  Consists of case files for employees of the immediate office of DD/S&T, OEL, ORD, and OCS. These files contain security clearances, briefings, debriefings, memos of understanding, etc.  Filed alphabetically by surname.		1.2	Temporary - Destroy upon transfer or separation of employee.
9.	COMPANY SECURITY FILE  Consists of case files for all companies that have contracts with DD/S&T for purposes of		.2	Temporary - Hold for one year after termination of contract, then destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	Approved For Release 2005/08/15 : CIA-RDP78A00400170001-1 (continued) Research and Development. These files include security clearances, inspection reports, certification clearance information and are usually duplicated in Logistics Office.  Filed alphabetically by name of company.	SECRET	
10.	CHRONOLOGICAL FILE  Consists of copies of correspondence and memoranda prepared for the signature of the DD/S&T, Special Assistant to the DD/S&T, Executive Officer and Chiefs of Staffs attached to the Office of the Deputy Director/Science and Technology. The Official file copy is filed in the DD/S&T registry.  Filed chronologically by date.  1962 - 1963	.7	Temporary - Cut off at end of calendar year, hold one year then destroy.
11.	PERSONNEL & TRAINING SUBJECT FILE  Consists of copies of correspondence and memoranda maintained for administering the Personnel and Training program in DD/S&T. The following subjects are included in this file: Agency training records, fitness reports, tables of organization, employee relations, language evaluations, recruitment, etc.	.7	Temporary - Destroy when 3 years old. Cut off at end of each calendar year; retain 1 year in current files area, then transfer to the Records Center.
12.	PERSONNEL FILE  Consists of soft folder file for all employees of DD/S&T with the exception of OSA, OSI, and OCS. These files contain copies of all requests for personnel actions, fitness reports, commendations, training reports, biographic data and other related personnel information. These files are used for administrative and reference purposes and the content is essentially duplicated in the Official Personnel Folder.	2.6	Temporary - Upon reassignment forward to the gaining office. Upon separation, hold for six months, then screen file to exclude official record material which will be transmitted to the Office of Personnel for possible incorporation in the Official Personnel Folder; destroy balance of material.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13.	Approved For Release 2005/08/15 : CIA-RDP78A000400170001-1 <b>APPLICANTS FILE</b>  Consists of Personal History statements, if available, notes and comments of interviewer, and other related documents necessary in processing an applicant.  Filed organizationally and then alphabetically by surname.	.4	Temporary - Transfer successful applicant material to employee file upon EOD. Destroy unsuccessful or cancelled applicant file immediately.
14.	REGULATORY ISSUANCES FILE  Consists of copies of Agency and DD/S&T Regulatory issuances; regulations, notices and handbooks. Filed organizationally.	.7	Temporary - Destroy when revised, superseded or no longer needed.
15.	TRAINING REFERENCE FILE  Consists of copies of OIR catalogs, copies of Scientific Research and Development Programs in Colleges and Universities and other reference materials used in administering the Training program in DD/S&T.	.3	Temporary - Destroy when rescinded, superseded or no longer needed for reference purposes.
16.	CONSULTANTS' FILE  Consists of correspondence, memoranda, etc., on individuals employed as consultants with DD/S&T. These files contain personnel actions, personal history statements, rate of pay, hours of work, copy of contract and related information.	.7	Temporary - Hold in office area one year after termination of consultant contract. Then transfer to office of Personnel for screening against official file for completeness. Destroy superfluous materials.

**SECRET**

RECAPTURE CONTROL RECORDS		SCHEDULE NO.	
		90 - 63	
		487A000400170001-1	
OFFICE, DIVISION, BRANCH DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY ADMINISTRATIVE STAFF - BUDGET AND FINANCE		SIGNATURE <i>[Signature]</i> CONCURRENCE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
17.	DD/S&T BUDGET FILES  Consists of office copy of budget materials used in performing Budget and Fiscal operations for all the DD/S&T. These files document the development and submission of Budget Estimates, presentations for congressional hearings, allotment authorizations and budget exhibit materials. These files pertain to all DD/S&T components.  (September 1962 - Current)	.6	Temporary - Destroy when revised, superseded or no longer needed.
18.	ALLOTMENT FILES  These files reflect the fiscal operations of all DD/S&T components with the exception of OSA, OSI, and OCS. Included in file are requisitions for property (Form 264), travel obligations (Form 1015a) and property issues.  Filed numerically by cost center number.	1.	Temporary - Cut off at end of each fiscal year, retain two years and destroy.
19.	UNVOUCHERED ALLOTMENT CONTROL RECORDS  Consist of original of allotment control ledger account record to reflect unvouchered obligations and property requisitions (Form 1642).	1.	Temporary - Destroy after 2 fiscal years. Cut off at end of each fiscal year, retain for two years, then destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/08/15 : CIA-RDP78-A00487A000400170001-1	<b>SECRET</b>	
20.	<p><b>TRAVEL FILE</b></p> <p>Consist of case files on personnel who have performed official travel. These files include request for travel, advance of funds, official travel order (Form 540), copies of travel voucher (Form 22 ), and other related material.</p>	2.	<p>Temporary - Destroy after two years. Screen file annually; destroy materials two years old.</p>
21.	<p><b>BUDGET REFERENCE FILES</b></p> <p>Consists of Bureau of the Budget Circulars, cost accounting procedures, and budgetary instructional manuals used for guidance in the administration of budget and fiscal operations.</p>	1.3	<p>Temporary - Destroy when revised, superseded or of no further reference value.</p>

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Approved For Release 2005/08/15 : CIA-RDP78-A000400179004-63

SCHEDULE NO.

CONCURRENCE

SIGNATURE

TITLE

DATE  
12 Dec. 1963

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
			SIGNATURE	DATE 12 Dec. 1963
22.	CONTRACT FILE  Consists of copies of contracts for procurement of equipment and supplies and Research and Development Services. Files contain a copy of the contract and memorandum for justification of contract. This file includes contracts for all DD/S&T components.  Filed alphabetically by organization and numerically by contract number thereunder.	.5	Temporary - Destroy one year after completion of contract.	
23.	SUPPLY AND SERVICES SUBJECT FILE  Consists of correspondence, memoranda and related form records pertaining to the supply and services function of the DD/S&T, ORD, FMSAC and OEL. This file includes the following subjects; Buildings and Grounds, Communications, Equipment and Supplies, Requisitions for publications and other related records.  Filed by subject.  (1962 - Current)	.3	Temporary - Destroy when 2 years old. Cut off at end of calendar year, transfer to inactive file in office area, hold one year and destroy.	
24.	LOGISTICAL REFERENCE FILE  Consists of copies of brochure, catalogs and manuals used as reference in the procurement of equipment and supplies.	.3	Temporary - Destroy when revised, superseded, or no longer needed.	

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Approved For Release 2005/08/15 : CIA-RDP78-O0487A00040017000961-63

**SECRET**

SCHEDULE NO.

CONCURRENCE

SIGNATURE

TITLE

DATE  
12 Dec. 1963

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
25.	UNITED STATES INTELLIGENCE BOARD FILES  Consists of copies of USIB records retained for reference of the DD/S&T and his staff. These files include copies of the following series; A, AM, C, D, M, and S and SC. These are filed by appropriate series and are maintained for reference purposes. The record copy of these files are kept in the USIB.  April 1962 - Current	2.	Temporary - Destroy when no longer needed for reference purposes.	
26.	AGENCY AND DD/S&T REGULATORY ISSUANCES  A. DD/S&T ISSUANCES  Consists of complete sets of DD/S&T Directives and Notices which constitute the DD/S&T record set.  B. AGENCY ISSUANCES  Consists of copies of Agency Regulations, Notices and Handbooks. File is maintained for reference purposes of DD/S&T employees.	.1  1.3	Permanent - Disposal not authorized. Upon revision or cancellation, place in inactive file. Retain in current files area for two years and transfer to Records Center.  Temporary - Destroy when revised or superseded.	

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
27.	<p>Approved For Release 2005/08/15 : CIA-RDP78-00487A000400170001-1</p> <p>DD/S&amp;T SUBJECT FILE</p> <p>Consists of correspondence, memoranda, cables and studies which document the policies, planning and co-ordination of the DD/S&amp;T. Also included are records that reflect the internal organization and policies and directives issued in co-ordinating and directing the offices within the DD/S&amp;T Area. These files include incoming materials that have been circulated to the DD/S&amp;T and his immediate Staff as well as copies of outgoing correspondence, memoranda, etc., either initiated by the DD/S&amp;T and his immediate staff, or originated by a component of DD/S&amp;T and forwarded for approval and signature of the DD/S&amp;T. These files are categorized as follows:</p> <p>A. Records that document policy, planning, co-ordination, direction and operation of the DD/S&amp;T.</p> <p>B. Records necessary to the general administration and operation of the DD/S&amp;T immediate office. These relate to such subjects as Budget, Logistics, Personnel, Security and Training.</p> <p>Files alphabetically by subject.</p>		<p>Permanent - Disposal not authorized. Cut off at end of each calendar year; retain in current files area for one year then transfer to Records Center.</p> <p>GAS-19-1</p> <p>Temporary - Destroy after six years. Cut off at end of each calendar year; retain in current files area one year, then transfer to Records Center.</p> <p>GAS-19-9</p>
28.	<p>BOARD COMMITTEE, PANEL FILES</p> <p>A. Consists of copies of agenda, minutes of meetings, reports and related papers pertaining to various committee, etc., on which members of the DD/S&amp;T Staff participate, either as a member or as a chairman. Included are the following: Awards Committee, Personnel Advisory Board, Safety Committee, etc.</p>		<p>Temporary - Destroy when committee is dissolved or when material is no longer needed.</p> <p>31/12/1969</p>
		APPROVED	Date

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
27.	<p style="text-align: center;">Approved For Release 2005/08/15 : CIA-RDP78A00400170001-1</p> <p><b>DD/S&amp;T SUBJECT FILE</b></p> <p>O21</p> <p>Consists of correspondence, memoranda, cables and studies which document the policies, planning and co-ordination of the DD/S&amp;T. Also included are records that reflect the internal organization and policies and directives issued in co-ordinating and directing the offices within the DD/S&amp;T Area. These files include incoming materials that have been circulated to the DD/S&amp;T and his immediate Staff as well as copies of outgoing correspondence, memoranda, etc., either initiated by the DD/S&amp;T and his immediate staff, or originated by a component of DD/S&amp;T and forwarded for approval and signature of the DD/S&amp;T. These files are categorized as follows:</p> <p>A. Records that document policy, planning, co-ordination, direction and operation of the DD/S&amp;T.</p> <p>B. Records necessary to the general administration and operation of the DD/S&amp;T immediate office. These relate to such subjects as Budget, Logistics, Personnel, Security and Training.</p> <p>Filed alphabetically by subject.</p>	<b>SECRET</b>	1.6
28.	<p><b>BOARD, COMMITTEE PANEL FILES</b></p> <p>A. Consists of copies of agenda, minutes of meetings, reports and related papers pertaining to various committee, etc., on which members of the DD/S&amp;T Staff participate, either as a member or as a chairman. Included are the following: Awards Committee, Personnel Advisory Board, Safety Committee, etc.</p>	<b>.4</b>	<p>Permanent - Disposal not authorized. Cut off at end of each calendar year; retain in current files area for one year then transfer to Records Center.</p> <p>Temporary - Destroy after 3 years. Cut off at end of each calendar year; retain in current files area 1 year, then transfer to Records Center.</p>
	<p style="text-align: center;">Approved For Release 2005/08/15 : CIA-RDP78A00400170001-1</p>	<b>SECRET</b>	<p>GROUP 1 Excluded from automatic downgrading and declassification</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
29.	B. Consists of agenda, minutes, reports and related papers pertaining to the DD/S&T. Career Review Board, Committee on Outer Space, 205 Committee and any other committees that members of the DD/S&T serve on in the capacity of Executive Secretary.  CABLE FILES  Consists of copies of incoming and outgoing DCI, OSA, OSP, Special Center and Non-CIA cables. These cables are used for purposes of information and reference. Filed by cable type and chronologically thereunder.	.1	Approved For Release 2005/08/15 : CIA-RDP78-00487A000400170001-1 Permanent - Disposal not authorized. RSP 2
30.	CHRONOLOGICAL FILE  Consists of extra copies of all correspondence and memoranda originated by the DD/S&T and his Staff. In addition, this file includes copies of outgoing correspondence and memoranda originated for signature, approval or concurrence for the DD/S&T. These files are maintained for ready reference and convenience.  Filed chronologically by date.  A. Chrono file through 1963	4.0	Temporary - Destroy when three months old. RSP 2
	B. Chrono files subsequent to 1963	1.0	Permanent - Retire files dated through 1963 to Records Center when two years old.
		18.0	Temporary - Destroy after ten years. Cut off at end of each calendar year; retain in current files for an additional two years and then transfer to Records Center for final disposition RSP 2

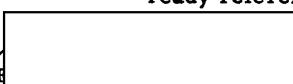
Approved For Release 2005/08/15 : CIA-RDP78-00487A000400170001-1

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
31.	<p><b>PROJECT FILE</b></p> <p>This file consists of copies of Directorate projects which serve as informational and reference purposes for the DD/S&amp;T. Contents of the project files are arranged categorically as follows: Mission and Functions, Requirements, Evaluations, Funding, Personnel, Security, and Status Reports. Filed primarily by project name and functional category thereunder.</p>	2.0	<p>Approved For Release 2005/08/15 : CIA-RDP78-00487A000400170001-1</p> <p>Temporary - Destroy after three years. Cut off at end of calendar year; hold in office area for an additional two years. Screen file for possible transfer to the Offices responsible for the project. Destroy remainder of files.</p> <p><i>new file record</i></p> <p style="text-align: center;">STAT</p> <p>APPROV</p> <p><i>10 Feb 1969</i> Date</p> <p>CIA Records Administration Officer</p>

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400170001-1

ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/08/15 : CIA-RDP78-00487A000400170001-1	VOLUME	DISPOSITION INSTRUCTIONS
31.	PROJECT FILE (continued)  Funding, Logistics, Mission, Personnel, Research and Development, Requirements and Training. Filed primarily by project name and functional category thereunder.		
32.	REFERENCE FILE  Consists of correspondence, memoranda, documents, publications, etc., of particular interest to the DD/S&T and his staff. Some publications included in this collection are CRAG, DIA, IDA, RAND, CIA/CR-AR, and selected NIE's and SNIE's.  (1962 - Current)		Temporary - Destroy when revised, superseded or no longer needed.
33.	MAIL RECEIPT FILES  Consists of records that reflect the receipt, routing and disposition for all records logged and or controlled, either received or dispatched by the DD/S&T and his immediate staff.  A. <u>Top Secret and Registered Document Files.</u>  Consists of Forms 36 and 1225 used to record the receipt, routing and disposition of all TS and Registered documents received in DD/S&T or dispatched by DD/S&T except for OSA materials  Signatures of recipients appear on these forms.  B. <u>Incoming Mail Control Files.</u>  Consists of two copies of Form 238 which reflects the receipt, internal routing and disposition of all materials necessitating the preparation of this mail control form. One copy of this form is filed alphabetically by source and the other is filed numerically by control number.	.1	Temporary - Destroy receipts for incoming TS documents after verification of destruction of document. Destroy receipts for outgoing 2 years after release.
		.8	Permanent - Disposal not authorized. Cut off at end of each calendar year; retain in current files area for two years, and transfer to Records Center for use as a locator and index file.  II-D

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/08/15 : CIA-RDP78-00487A000400170001-1 <b>SECRET</b>		
34.	<p>MAIL RECEIPT FILES (continued)</p> <p>C. <u>Courier Receipt File</u></p> <p>Consists of Forms 240 and 240a used for transmitting Top Secret, Confidential, and Secret material to addressees, both internal and external.</p> <p>Filed chronologically by date.</p> <p>D. <u>CIA Document Receipt File</u></p> <p>Consists of original copy of CIA document receipt file, Form 615, prepared for documents classified Secret and above dispatched from this office. These receipts bear the signature of recipient.</p>	.1	Temporary - Destroy after 3 months.
35.	PSEUDO, CRYPTONYM AND TRUE NAME FILE	.1	Temporary - Destroy after 2 years.
	Consists of two separate 3 x 5 card files. One file contains the true name other files either crypt or pseudo. Used in conjunction with note book for purpose of cross reference.	.1	Temporary - Destroy when revised, superseded or no longer needed.

ITEM NO.	FILE IDENTIFICATION Approved For Release 2005/08/15 : CIA RDP78-00487A000400170001-1	<del>SECRET</del>		DISPOSITION INSTRUCTIONS
		VOLUME	NUMBER	
36	<p><b>Preliminary Mission Reports</b></p> <p>These are reports on certain type missions, that are compiled by the Directorate of Science &amp; Technology for the 303 Committee.</p> <p>A. History file One copy of each report will be set aside for archival purposes.</p> <p>B. Extra Copies These copies will be used for supplemental distribution &amp; ready reference for the O/DD/S&amp;T.</p> <p>1. Supplemental Distribution For purposes of control, distribution of this report will be done by the O/DD/S&amp;T. Ten copies of each report will be set aside for this activity.</p> <p>2. Reference file One copy of each report is to be filed in the Registry for ready reference purposes for the</p>	.3	Permanent. Disposal not authorized. Upon release, a copy of report will be sent to Records Center. This report is to be placed in the DD/S&T History file.	
		1.2	Temporary. Destruction by the Records Center is not authorized. Two years after deposit in the Center, the number of copies of each report is to be reduced to 5. The copies in excess of 5 are to be returned to DD/S&T for destruction. Five years, thereafter, the unused copies are to be returned to DD/S&T. All copies of these reports will subsequently be destroyed 7 years from publication date.	
		.3	Temporary. Destroy after 3 years. Cutoff at end of each calendar year. Hold for 3 years then destroy.	
<p>APPROVE</p>  <p>28 Apr 1965 Date</p> <p>CIA Records Administration Officer</p>				

DD/S&T-0490-64

7 February 1964

MEMORANDUM FOR : Chief, Records Administration Staff/DDS

SUBJECT : Records Control Schedule Amendments

1. Transmitted, herewith, for your approval are two (2) amendments to our current Control Schedules. One is for the Office of Elint/Operations Division and the other for DD/S&T Registry.

2. Upon completion of the schedules we found that these particular items would not suffice. Your immediate action would be appreciated.

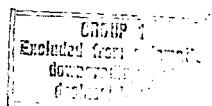


25X

Area Records Officer  
DD/S&T

Attachments:

Control Schedule Amendments



(SECRET)

ORGANIZATION

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400170001-1

*Circulate*

*DP*

*8/31/64*

SPECIAL INTELLIGENCE STAFF

✓ Effective 9 July 1964, the Special Intelligence Staff (SPINT), Deputy Director for Intelligence, was transferred to the Office of the Deputy Director for Science and Technology. It will function as the staff of and be subordinate to the CIA SIGINT Officer in accordance [redacted]

(1) FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

ROBERT L. BANNERMAN  
Acting Deputy Director  
for Support

DISTRIBUTION: AB

S-E-C-R-E-T

GROUP 1  
Excluded from automatic  
downgrading and  
declassification